

CURRICULUM VITAE

Pintoo Prajapati

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Al Gaful Manama, Bahrain

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POSITION APPLY FOR – HR & ADMIN ASSISTANT / TIMEKEEPER

CAREER OBJECTIVE:-

To obtain a challenging position in an esteemed organization that gives me scope to upgrade my knowledge and enhance my skills and to be a part of team that works diligently towards the growth of the organization.

Willing to achieve success through highly professionally, honestly, sincerely managed organization, where innovation and creativity are encouraged and nurtured. I express a keen desire to work in an Environment where ideas flow freely and once get an opportunity to learn and at the same time to grow with the organization.

TOTAL PROFESSIONAL EXPERIENCE 10+ YEARS' IN HR & ADMINISTRATION / TIME KEEPER DEPARTMENT IN REPUTED ORGANIZATIONS:-

SL No	Company	Date & Year	Location	Project	Position Held
1	Ramsis Engineering Co. WLL.	09 August, 2019	Manama Bahrain	Manufacturer Workshop Shutdown Projects	Timekeeper
2	Sobha Engineering & Contracting L.L.C	06 August 2016 to 15 Jun 2018	Dubai, UAE	ACACIA1 Dubai Hills Estates, (Client - Emaar Properties PJSC) At Dubai UAE	Administration Cum Time Keeper
3	Redco Construction Al Mana	11 May 2015 to 14 April 2016	Doha, Qatar	Doha Oasis Mixed Use development Project	Time Keeper
4	Abdullah Al Barak & Sons Co.	11 May 2014 to 05 April 2015	Jubail Saudi Arabia	Shutdown Projects Done Petrokemya – Chemical Plant Hadeed – Steel Plant Ma'aden – Phosphate Plant Advanced Petrochemical – Petrochemical Plant	Time Keeper
5	Voltas Limited Abu Dhabi UAE	16 June 2012 To 21 Oct 2013	Qusahwira Abu Dhabi	Construction of Building & Services - Ph1 Development Qusahwira	Administration Assistant
		03 April 2012 to 15 June 2012	Yas Island Abu Dhabi	Yas Water Park	Administration Assistant
		31 Oct 2008 To 2 April 2012	Yas Island Abu Dhabi	K Race Track Formula 1 (Yas Marina Circuit)	Time Keeper

EDUCATIONAL QUALIFICATION:-

<u>Courses</u>	<u>Board of Examination/University</u>	<u>Name of the Institution</u>	<u>Years of Passing</u>	<u>Percentage</u>
Diploma in Business Management (BUSINESS ADMINISTRATION)	Indian School of Management & Studies Mumbai India	Indian School of Management & Studies Mumbai India	2016-17	A-Grade
Diploma In Computer (DCA)	ADVANCED INSTITUTE OF INFORMATION TECHNOLOGY - AIIT	ADVANCED INSTITUTE OF INFORMATION TECHNOLOGY - AIIT	2015-16	1 st Div / 68.8%
Intermediate	Board of High School and Intermediate Education U.P. Allahabad	LSSNIC Pipra Madan Gopal Deoria	2002	57%
SSC	Board of High School and Intermediate Education U.P. Allahabad	GTDIC Padrauna Kushinagar	2000	46%

DUTIES AND RESPONSIBILITIES:-

- Receiving Daily time sheets from Supervisor, Foreman, and Engineers etc.
- Posting daily timesheet in Different software for payroll purpose – **SKM Attendance Management, SecurAX Attendance Management, Zultech Attendance Management, RE-TS,**
- Manpower Allocation
- Absentee Reporting
- Track all cases of absence and investigate.
- Monitoring the Duty schedule for workmen & staff
- Prepares the overtime payment and payroll for the workers
- Maintaining timesheets
- Monitors attendance for payroll purposes
- To Monitor the Daily Absentees report for the site.
- Preparing & Monitoring the Time sheet for employees.
- File medical certificates in track, File leave Authorization form / update accordingly. Termination of employee's in track, Update sick leave (Exp.: daily time sheet, file, folder etc.)
- Posting of daily timesheet in track Process and issue employee paychecks and statements of earnings and deductions.
- Communicate with employees, Departments, administrators, applicants for the purpose of providing information and assistance concerning employment, personnel records.
- Administer Personnel System and keep a track of employees, vacations, leaves, entitlements, allowances and timesheets.
- Final Settlement – document collection, verification, settlement preparation, departure clearance, service
- Leave and attendance Management
- Maintaining Employee Database and update the personnel information.
- Monitoring personnel filing system
- Recording all training completed by employees in the HR Database / Personnel File
- Updating the daily work report of the employees on a day to day basis
- Salve all query of employees
- Maintain records and regularly update for analysis.
- Handle all site disciplinary cases when required by project management and action by issuing of verbal and written warnings and liaison with PD & HR for terminations.
- Entering time data of employees, overtime and other additions and deductions for payroll process
- Tracking and resolving payroll errors

- Process documents to payroll & HR department for full and final settlement
- Exit Interviews
- Self-motivated with strong interpersonal skills
- To Co-ordinate with Transport dept. to ensure the Vehicle time to pick and drop the employees to sites.
- Any Dispute or Misbehavior from employees, immediately report to higher management.
- Manage employee's terms of their annual, deployment, working hours, discipline and welfare as per the directives of the higher management.

ACHIEVEMENTS:-

- Awarded by Certificate of appreciation year of 2012-13 In **ADCO Project Qusahwira Project Construction of Building & Services - Phase1 Development** Abu Dhabi UAE.
- Awarded by certificate of appreciation year of 2011 for successful completion of **Race Track Formula 1 (Yas Marina Circuit)** Yas Island Abu Dhabi UAE

ADDITIONAL & TECHNICAL ATTAINMENT:-

- Completed **ACONEX** Online Software Training in Dubai for submission& distribution of documents and maintaining.
- Completed **Focus** Online Software Training in Dubai for submission & distribution of documents and maintaining.
- Completed **Attendance Management Program Software** Training in Abu Dhabi UAE for Attendance submission to payroll & distribution of documents and maintaining.

SPECIALTIES:-

- Time Administrator
- Employee Database Management
- Camp Administrator
- Cost Coding
- Transportation

PROFESSIONAL STRENGTHS:-

- Ability to work in a team and leadership qualities
- Positive attitude and Self Confidence
- Goal Oriented & Flexible
- Proven Analytical and Problem solving skills
- Excellent Communication Skills
- Good/Quick Learning Aptitude

PASSPORT DETAILS:-

Passport No : R 8183952
 Date of Issue : 10.10.2017
 Date of Expiry : 09.10.2027
 Place of issue : **Dubai UAE**

DRIVING LICENSE:-

India

LANGUAGE PROFICIENCY:-

Hindi & English: Good in Speaking, Reading, Writing
Arabic: Speaking

PERSONAL DETAILS:-

Father's Name : Briksh Prajapati
Mother's Name : Lakhpati Devi
Wife's name : Neelam Devi
Religion : Hindu
Nationality : India by Birth
Marital Status : Married
Date of Birth : 04th March, 1985
Permanent Address : Balkhandi Sthan Haraiya Bujurg
Post Horlapur 274303 Dist. Kushinagar Uttar Pradesh India

Note.

I hereby declare that the above said information is true to the best of my knowledge and ability.
If given a chance to serve you. I assure you that I will execute my duties for the total satisfaction of my superior

Yours sincerely,

Pintoo Prajapati
Manama Bahrain